



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

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August 19, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**THE OFFICE OF COUNTY COUNSEL: RECOMMENDATION TO  
AUTHORIZE THE EXTENSION OF  
AGREEMENT NO. 74496 WITH IRON MOUNTAIN RECORDS MANAGEMENT FOR OFF-  
SITE STORAGE, RETRIEVAL AND RELATED SERVICES  
ALL SUPERVISORIAL DISTRICTS  
(3 VOTES)**

**SUBJECT**

Authorize the County Counsel or his designee to execute an amendment to Services Agreement No. 74496 (Services Agreement) with Iron Mountain Records Management to extend the term of the Services Agreement to September 30, 2008 and to provide the option to extend the term of the Services Agreement for up to two (2) one month renewal periods.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the County Counsel or his designee to execute an amendment to Services Agreement No. 74496 (Services Agreement) with Iron Mountain Records Management, to extend the term of the Services Agreement to September 30, 2008, with an option to further extend the term of the Services Agreement for up to two (2) one month renewal periods.

2. Delegate authority to the County Counsel or his designee to execute amendments to the Services Agreement renewing the Service Agreement for each of the two (2) one month renewal periods, if the County Counsel determines renewal is warranted.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Under Services Agreement No. 74496 (Services Agreement) with Iron Mountain Records Management (Iron Mountain), Iron Mountain provides the County Counsel with off-site storage, records retrieval and related services. On June 17, 2008, we requested delegated authority to extend the Services Agreement, which extension expires on August 31, 2008.

In April 2008, the County Counsel issued a Request for Proposals soliciting proposals from vendors to provide these services. The County Counsel has received proposals and is in the process of selecting a vendor, but will not be able to finalize and recommend a contract to your Board prior to the expiration of the Services Agreement on August 31, 2008.

County Counsel's staff uses the off-site storage, records retrieval and related services on a daily basis. Any gap period between when the Services Agreement expires and when County Counsel is able to recommend a contract to your Board would be very detrimental to the department's ability to provide services. In approving the recommended action, the Board is authorizing County Counsel or his designee to extend the Services Agreement to allow Iron Mountain to continue to provide these services while County Counsel concludes the solicitation process.

#### **FISCAL IMPACT/FINANCING**

With Board approval, the Services Agreement will be extended to September 30, 2008, with the option to extend the term of the Services Agreement for up to two (2) one month renewal periods. Under the extended agreement, Iron Mountain's monthly retainer rate shall be \$3,822.90, which is the current rate under the Services Agreement.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of the Services Agreement will end on August 31, 2008. The extension is necessary to meet the emergent need of the County Counsel's staff and to allow the department time to complete its solicitation process.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

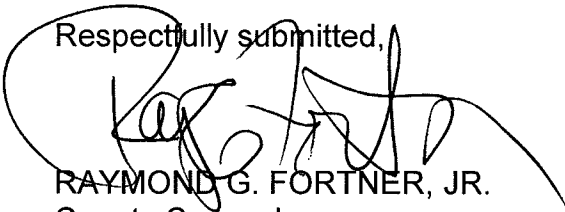
This action is anticipated to have no impact on current services.

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**CONCLUSION**

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the County Counsel.

Respectfully submitted,



RAYMOND G. FORTNER, JR.  
County Counsel

RGF:vs

c: William T Fujioka  
Chief Executive Officer

Sachi A. Hamai, Executive Officer  
Board of Supervisors